



Position: Recreation Intern
Agency: City of Crown Point Parks & Recreation
Reports to: Recreation Coordinators
Salary: starting at minimum wage
Application Deadline: May 2010

Job Description:

The objective of this position is for the student to gain valuable experience in the field of parks & recreation. The intern will work with the Recreation Coordinators to assist in the planning, implementation and execution of recreation programs offered by Crown Point parks. The intern will teach sports camps as well as other programs. The intern will also assist in planning and other daily activities pertaining to recreation.

Specific Duties:

- Program budgets, marketing and promotions, preparation and evaluation of programs.
- Learning Class Registration system as well as other software used by the department.
- Supervising children in camps and programs.
- Some light maintenance work may also be required.

Qualifications:

The eligible candidate must be a college student or recent graduate working toward or possessing a degree in recreation, education or related field. Must have CPR and First Aid certification or be willing to obtain immediately. Candidate must have reliable transportation to and from work. The candidate must submit and pass a complete criminal history background check and be willing to take and pass a drug test. Applicant must be able to work various schedules including some evenings and weekends as needed between May and August.

To Apply:

Complete application found on City of Crown Point web-site www.crownpoint.in.gov or available at the Crown Point Parks office 11065 Broadway, Suite F. Applications can be dropped off with resume at 11065 Broadway, Suite F or mailed to 101 North East Street; Crown Point, IN 46307, attention Parks Director. For more information contact Jeff Jensen at 219-661-2271 or email at jjensen@crownpoint.in.gov.